

Job Title:      Reporting Center Coordinator

Grade 17 – NE

Location:

Major Duties:

This is a supervisory-level position which is primarily responsible for a full-range of evidence-based programs and services for offenders in the community. The person in this position serves under the authority of the Chief Probation Officer. Work includes administrative, managerial and supervisory duties required in planning, delivery, coordination, and evaluation of services, to include case management, and offender supervision. The person in this position plans, organizes and coordinates the day-to-day activities of the day reporting center including supervising programming, staff, and contractual services offered at community-based centers.

This position requires initiative and independent judgment as exercised in a broad framework of existing policies.

Examples of Work Performed: (A person in this position may not be assigned all the duties listed, nor do the listed examples include all the duties that maybe assigned.)

Interprets policies, procedures, and directives and provides technical assistance as required.

Trains reporting center staff in all new policies, procedures and programs.

Maintains office training records and ensures that standards are met.

Participates in the purchase of services, equipment and contractual services for offenders as directed.

May negotiate and monitor contracts with community service providers as directed by the Chief Probation Officer.

Consults with the court, probation and parole personnel, and other offices or agencies on the progress and compliance of offenders.

Maintains quality control of programming through periodic evaluation.

Manages staff and resources in the Reporting Center.

Recruits, hires, evaluates, and disciplines staff as authorized by the Chief Probation Officer.

Maintains systems for offender case records, confidential files, and management information in order to monitor workload.

Reporting Center Coordinator (cont.):

Supervises program activities, and conducts program evaluation.

Manages, develops and/or coordinates with other agencies various offender services including educational, vocational, and treatment programming services.

Participates in public speaking before civic and community groups to explain the Reporting Center, Community Corrections and secure community involvement.

Recommends changes in policies, standards, and operating procedures as part of the management team.

Desirable Knowledge, Abilities and Skills:

Considerable knowledge of probation, parole, community corrections and evidence-based principles and practices.

Considerable knowledge of economic, emotional, educational, occupational, and social factors which influence offenders.

Considerable knowledge of individual and group dynamics applicable to staff and offenders.

Working knowledge of laws, rules and regulations, and general principles applicable to day/evening reporting, arrest, sentencing, probation, custody, release, and parole.

Working knowledge of supervisory principles and practices.

Considerable knowledge of behavioral health and related problems.

Considerable knowledge of present programs and resources designed to reduce the impact of criminal behavior.

Ability to interpret and explain laws, rules, and procedures.

Ability to act promptly and effectively in a wide range of crisis situations.

Ability to establish and maintain effective working relationships.

Ability to prepare clear and concise reports.

Ability to collect and analyze data, evaluate program performance, and develop viable alternatives to remedy deficiencies.

Ability to advocate for program needs, objectives, and clientele.

Reporting Center Coordinator (cont.):

Ability to establish and maintain effective working relationships among a variety of agencies and public.

Ability to communicate effectively, both orally and in writing.

Desirable Education and Experience:

Graduation from a four-year accredited college or university with major course work in criminal justice, psychology, sociology, social work or related field in addition to experience in the mental health, substance abuse or correctional field including some supervisory experience or any combination of training and experience which provides desirable knowledge, abilities and skills.

Experience of five years at or above a professional level in the broad field of human services is preferred and would include one year in a supervisory capacity regarding planning, policy, program administration or program evaluation.

Working Conditions:

Some travel may be required.

Sitting behind a computer for extended periods of time.

Lifting a maximum of 20 pounds.

Approved 8-30-06  
Grade Change 7-1-13